

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

POSITION: Probation Administrative Assistant

LOCATION: Savannah, Georgia

VACANCY ANNOUNCEMENT: 17-10

STARTING SALARY: CL-24/1 to CL-24/12 (\$36,026 to \$40,165)
(Starting salary commensurate with qualifications)

CLOSING DATE: December 22, 2017

The United States Probation Office for the Southern District of Georgia is accepting applications for the full-time position of Probation Administrative Assistant.

POSITION OVERVIEW:

Provides operational support to the probation office and its officers as established by policies and procedures. Effectively interprets and applies national and local policies related to documents, case files, and data entry in national systems. Acts as a receptionist by answering the telephones and greeting the public. All other duties as assigned.

QUALIFICATIONS:

Applicants must be high school graduates or the equivalent, with at least two years clerical experience involving progressively responsible general clerical or secretarial experience. Such experience should provide a good knowledge of office clerical practices such as telephone usage, typing, record keeping, data entry, sorting, and distribution of mail. Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence are **required**.

CONDITIONS OF EMPLOYMENT:

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information.

EMPLOYEE BENEFITS:

The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care plan, periodic salary increases, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

APPLICATION PROCESS:

Submit cover letter, detailed resumé with salary history, AO78 Application for employment and most recent performance evaluation, if applicable, by mail to the address below:

United States Probation Office
Attn: Human Resources Administrator
Vacancy Announcement 17-10
P.O. Box 8165
Savannah, GA 31412

Only applicants who are selected to proceed to the next step will be contacted.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.